



# St Tudy Pre-school

## Non Collection of child

Our Pre School has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, the Pre School will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy and information given to us in the Enrolment pack. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than **15 minutes late** in collecting their child, the Manager will be informed.
- The manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by at least two members of staff who will offer them as much support and reassurance as is necessary.
- We will ensure that the child, as in our pre-school session, will receive the highest standard of care in order to cause as little distress as possible.
  - If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of **1 hour** has elapsed, the manager will call the local Multi Agency Referral Unit (MARU) for advice  
**0300 1231116.**
- In the event of the local authority becoming involved and responsibility for the child being passed to a child protection agency, the manager will attempt to leave a further telephone message with the parent/guardian/carer or designated adults' answerphone. Furthermore, a note will be left on the door of the Pre School's premises informing the parent/guardian/carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local authority Multi Agency Referral Unit.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the pre-school's premises unless absolutely necessary, in the course of waiting for them to be collected at the end of a session.
- The child will remain in the care of the Pre School until they are collected by the parent, carer or designated adult, or alternatively placed in the care of the local authority.
- Incidents of late collection will be recorded by the manager and discussed with parents/guardians/carers at the earliest opportunity. Parents and carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at our Pre-School.

